CAREER DEVELOPMENT COMPETENCIES ASSESSMENT

What allows some people to effectively manage their careers while others do so less successfully? Often, it is the mastery of several key competencies that allow people to be successful in developing their careers. *As you read the following list of career management behaviors, assess your own level of competency in each area of our career development model using the following scale:*

Not True (1) **Somewhat True (2)** **Very True (3)**

Self-Assessment Competencies	*Score*
• I know my interests and how they relate to my career.	
• I know the strengths I bring to my work.	
• I understand my areas for professional growth.	
• I know what my values are in relation to work.	
• I know my preferred work style.	
TOTAL SELF-ASSESSMENT COMPETENCY SCORE	

Career Awareness Competencies	*Score*
• I know how to research careers that are relevant to me.	
• I know how to learn about jobs at U.C. Berkeley.	
• I know how to identify work environments that are satisfying to me.	
• I am able to identify my department's mission, values and goals.	
• I understand what is changing in my field and organization, and how it impacts my career.	
TOTAL CAREER AWARENESS COMPETENCY SCORE	

Goal Setting Competencies	*Score*
• I have a long-range vision for my career.	
• I am able to set goals consistent with performance feedback.	
• I take my department's goals into account when setting my career goals.	
• I can balance my career goals and personal priorities.	
• I regularly re-assess my career goals and action steps.	
TOTAL GOAL SETTING COMPETENCY SCORE	

Skill Development Competencies	*Score*
• I can identify skills to develop, aligned with my career direction.	
• I actively seek or create development experiences on and off the job.	
• I understand the positive impact of my skill development on the organization's future.	
• I stay up to date on the skills that are relevant to my field.	
• I have participated in training activities within the last year to develop my skills.	
TOTAL SKILL DEVELOPMENT COMPETENCY SCORE	

Career Management Competencies	*Score*
• I am confident in pursuing career goals during times of uncertainty.	
• I handle organizational and workplace changes effectively.	
• I regularly update my resume.	
• I can communicate my strengths and skills confidently in an interview.	
• I am in regular contact with colleagues and others for professional and career development.	
TOTAL CAREER MANAGEMENT COMPETENCY SCORE	

Scoring Your Career Development Competencies Assessment

1. Total your scores within each competency area so that you have a total (ranging between 5 and 15) for each area. Record your total scores on the TOTAL line at the bottom of each area.

2. Transfer your 5 TOTAL scores here:

   _____**Self-Assessment Competencies**

   _____**Career Awareness Competencies**

   _____**Goal Setting Competencies**

   _____**Skill Development Competencies**

   _____**Career Management Competencies**

3. The area in which you have the LOWEST score may be the best area for you to begin your career development process. You can then investigate resources in any or all of the other competency areas. See the ASSESSMENT ACTION GUIDE for suggested resources in each area of the model.

It's not necessary to be highly proficient in all of these areas. Instead, focus on leveraging the competencies you are good at, while continuing to develop your abilities in the other competencies.